

**Minutes from a Meeting of the Concordia Council on Student Life**

**Held on November 2, 2012**

**Loyola AD-210, 10am**

**PRESENT:** Mr. Andrew Woodall (Chair), Ms. Lauren Broad (Secretary), Ms. Claudie Boujaklian, Mr. Jean Crevier (representing Mr. Jacques Lachance), Mr. Doug Gardhouse (representing Ms. Stephanie Sarik), Mr. Veryan Goodship, Ms. Hannah Hackney, Ms. Cynthia Holt (representing Mr. Gerald Beasley), Mr. Daniel Houde, Ms. Sharon Hunter, Mr. Paul Jerajian, Mr. Stefan Krueger (representing Ms. Emily Sheepy), Mr. Howard Magonet, Ms. Nadine Montour, Ms. Tanya Poletti (representing Mr. Bradley Tucker), Mr. Andrew Roberts, Dr. Cameron Skinner, Ms. Brigitte St-Laurent, Ms. Alexis Suzuki, Ms. Lorraine Toscano.

**ABSENT WITH REGRETS:** Ms. Marie-Josée Allard, Ms. Melanie Drew, Mr. Sharon Fraenkel, Ms. Katherine Hedrich, Ms. Irene Petsopoulos, Ms. Katie Sheahan.

**ABSENT:** Mr. Kavian Abhari, Dr. Stephane Brutus.

**1. APPROVAL OF AGENDA**

The Chair called the meeting to order. Mr. Magonet moved to approve the agenda. Ms. St-Laurent seconded the motion.

*The motion passed unanimously.*

**2. REMARKS FROM THE CHAIR**

The Chair pointed out that there were still three vacant undergraduate representative positions on the CCSL and he hoped that this would be resolved as soon as possible.

The Chair noted several events and programs happening at the university. There were two fundraising campaigns underway at Concordia: Movember and the Centraide Campaign, and Mr. Woodall hoped that everyone would donate to or participate in the worthy causes. The Chair informed the Council that Ms. Valerie Millette, Coordinator of the LIVE Centre, had reached out to approximately 1,000 students throughout October, Volunteer Awareness Month at the university, with various volunteer opportunities and workshops. The deadline for students to apply to participate in the Alternative Spring Break Program, coordinated by the Dean of Students Office, was November 12, 2012. Another “Brunch with the Dean” was scheduled for November 7, 2012. This would provide student leaders with an opportunity to discuss their challenges and priorities with the Dean of Students. The student leadership program Campus Compass would be held on November 23, 2012 and the Chair was happy to announce that several high profile speakers would be in attendance, such as the President and Vice-Chancellor of the university, Dr. Alan Shepard and well-known Concordia graduate and social entrepreneur Gabriel Bran Lopez.

**3. APPROVAL OF MINUTES FROM THE MEETING OF APRIL 20, 2012 AND OCTOBER 5, 2012**

Ms. St-Laurent moved to approve the minutes from the meeting of April 20, 2012 and Ms. Poletti seconded the motion.

*The motion passed unanimously.*

Mr. Magonet moved to approve the minutes from the meeting of October 5, 2012 and Ms. Suzuki seconded the motion.

*The motion passed unanimously.*

**4. BUSINESS ARISING FROM THE MINUTES**

**4.1 Business Arising from the Minutes of April 20, 2012**

There was no business arising from the minutes of April 20, 2012.

## 4.2 Business Arising from the Minutes of October 5, 2012

### Sub-Committee to Review CCSL Mandate and Priorities

The Chair recalled from the previous CCSL meeting that the Council felt it necessary to conduct a thorough review of the CCSL Mandate and the priorities of the Council. Mr. Woodall circulated a draft mandate for the ad-hoc committee that will be formed, asking that the CCSL take a moment to review it and consider if they would like to participate. He asked for anyone interested in joining the ad-hoc committee to contact Ms. Broad so that a review meeting could be scheduled as soon as possible. The ad-hoc committee would be assigned the task of making a proposal to the Council of a new mandate and possible ideas for how CCSL could come to the forefront on Student Life issues.

## 5. REPORTS AND ITEMS OF INFORMATION

### 5.1 Sub-committees

#### CCSL Special Projects

The Chair gave an overview of the sub-committee's review of Special Project applications requesting \$5,000 or less. He reminded the Council that there is \$165,000 in the fund, with \$15,000 earmarked annually for HOJO and in the past \$5,000 had been earmarked for the Committee Participation Awards Program (CPAP). Mr. Woodall explained that the amount earmarked for the CPAP would need to be increased to reflect the fact that over \$30,000 could be required if every student representative of each governing body were eligible for the award. The Chair noted that for this year, \$10,000 would be earmarked from the CCSL Special Projects Fund for the 2012-2013 CPAP, based on the fact that approximately \$11,000 was dispersed for the 2011-2012 academic year. After taking into consideration the annual contribution to HOJO and the CPAP, the Special Projects Fund had a balance of \$140,000 to be allocated to the approved projects. Mr. Woodall provided a summary of the review meeting:

- 54 applications were considered, with a total amount requested of \$174,377.67 (including requests for over \$5,000)
- 47 projects were approved, 1 remained pending, with a total amount allocated of \$55,948.18 (including \$500 for the pending project)
- 6 projects were declined
- Total amount remaining in the fund for requests over \$5,000 and winter 2013 applications: \$84,051.82
- The applicant pool had great representation from both undergraduate and graduate students, from all faculties and representing many different interests of the student population
- The sub-committee reviewed all new projects first, then recurring projects were considered
- It was noted that there was no clear trend regarding the number of project applications received in the winter semester versus the fall semester

The Chair presented the pending project "*DBF Competition 2013*" to the Council members for consideration. At the review meeting, the sub-committee had flagged the fact that one of the other sponsors of the project had been the US Army, another was a defence contractor. The sub-committee questioned whether or not CCSL or the university had ethical guidelines to follow with respect to supporting projects with affiliation to groups that may be controversial. Mr. Woodall had investigated and found no such ethical guidelines that would be applicable to this situation, adding that the same project had received funding in the 2011-2012 academic year. A discussion ensued on whether or not to fund the project a proposed amount of \$500. The Council decided that they could not refuse funding based on ethical grounds relating to other sponsors considering that no such policy existed at the university. The issue of continuing to fund recurring projects was raised, and members of CCSL agreed that the sub-committee would have to review this aspect of the Special Projects guidelines.

Mr. Roberts put forth the following motion, seconded by Ms. Suzuki:

*Be it resolved that the project "DBF Competition 2013" be approved for \$500 from the CCSL Special Projects Fund, with the recommendation that they apply for alternative sources of funding in the future.*

*The motion passed unanimously.*

Applicants requesting over \$5,000 presented their projects to the Council. A brief question and answer period followed each presentation. The Council considered each project individually.

**“CUTV Live Arts & Culture Show”, presented by Mr. Laith Marouf. Amount requested: \$10,000**

The Council agreed that the project could be very valuable for Concordia students and could also give great exposure and promotion of the university. Although the venue costs were substantial, the Council recognized the importance of having the project take place on campus. The Council was concerned with the viability of the project in the long-term and wanted to see measurements of the project’s success before committing to a large amount of funding. The CCSL developed several indicators of success that they would like to see figures on from the applicant. It was proposed to fund the project for a determined amount for the fall 2012 semester, plus an additional amount for the winter 2013 semester that would be contingent upon a review by CCSL of the measurements of success of the project. It was agreed that CUTV should have input on defining these measures as well.

Mr. Magonet put forth the following motion, seconded by Mr. Jerajian:

*Be it resolved that the project “CUTV Live Arts & Culture Show” be approved for CCSL Special Projects funding in the following manner: \$1,000 in the fall 2012 semester, plus a conditional amount of up to \$1,500, to be dispersed in the winter 2013 semester. The conditional funding will be based on a review of the following measurements of success at the March 1, 2013 CCSL meeting:*

1. The quality of production
2. The number of audience members per episode
3. Advertising revenue measures
4. The number of returning audience members, if possible

*The motion passed unanimously.*

**“John Molson MBA International Case Competition”, presented by Ms. Caroline Ribeiro and Mr. Ramy Fahmy. Amount requested: \$10,000**

The Council was concerned with the long-term financial autonomy of the project and questioned whether or not the CCSL Special Projects Fund should continue to fund such large-scale projects year after year. It was agreed that the guidelines would have to be reviewed by the sub-committee to make a recommendation to the Council whether or not to support recurring projects. It was noted that this project was very high profile and would give the university great exposure as well. Mr. Woodall added that in 2011-2012 the same project was approved for \$7,100 in funding, however only claimed \$2,800. It was pointed out that the applicants had secured funding from numerous other sources despite difficult financial times, which demonstrated their efforts to make the project a success. There were several different amounts suggested for funding and Mr. Goodship proposed taking the average of the amounts suggested by voting members of CCSL. The Council agreed and the average amount was calculated.

Mr. Goodship put forth the following motion, seconded by Mr. Magonet:

*Be it resolved that the project “John Molson MBA International Case Competition” be approved for \$3,000 from the CCSL Special Projects Fund. The Special Projects sub-committee will review the guidelines in order to make a recommendation to CCSL in the winter 2013 semester whether recurring projects should continue to receive funding.*

*The motion passed unanimously.*

**“IIE Annual Nation Industrial Student’s Conference (2013)”, presented by Ms. Mercedes Parrella-Ilaria and Mr. Antonin Picou. Amount requested: \$15,000**

The members of CCSL felt that this was a very worthy project and agreed that many students would benefit from it being hosted by the university. It was also their first time applying for funding. A concern was raised that many applicants put too much emphasis on using upscale venues or other details that simply increase the project budget. The Council hoped that applicants would be encouraged to use venues on campus that may greatly reduce their costs.

Mr. Magonet put forth the following motion, seconded by Mr. Jerajian:

*Be it resolved that the project "IIE Annual Nation Industrial Student's Conference (2013)" be approved for \$7,500 from the CCSL Special Projects Fund.*

*The motion passed unanimously.*

**"ASFA Talks", presented by Ms. Caroline Bourbonnière and Ms. Carlotta Longo. Amount requested: \$19,000**

The members of the Council supported the project and it was noted that the faculty of Arts & Science continually struggles to get internal and external sponsorship for their projects. The Council questioned the details of the budget that had been provided to them by the applicant. Following the presentation, it appeared that the details of the budget had changed since their original application.

The following motion was put forth by Mr. Magonet, seconded by Mr. Roberts:

*Be it resolved that the decision on funding for the project "ASFA Talks" will be tabled until the November 30, 2012 meeting. The applicant will be asked to provide an updated budget to the Council for review prior to the meeting.*

For: 11

Against: 0

Abstentions: 1

*The motion was passed.*

**CCSL Awards**

The Chair reminded the Council that the CCSL Awards committee still needed representatives: three undergraduate students; one graduate student; one student services staff member from CCSL; and one faculty member from CCSL. He asked for anyone interested in participating to contact Ms. Broad.

**Housing and Job Bank (HOJO): 2011-2012 Annual Report and Budget Statement**

Ms. Leanne Ashworth, Coordinator of HOJO, distributed the Off-Campus Housing and Job Bank Annual Report 2011/12, along with the HOJO 2011-2012 year-end statement and HOJO budget for 2012-2013. Ms. Ashworth summarized the information provided, highlighting the main issues that face the students they encounter. She noted that HOJO had been working hard on promoting their services and hoped to complete the website and blog to better address the students' needs. Ms. Ashworth pointed out that the changing needs of students had led to an increased demand for staffing at HOJO. She hoped that HOJO could improve their service through more staff hours. A brief question and answer period followed Ms. Ashworth's presentation. It was noted that HOJO was requesting an increase in the CCSL annual contribution from \$15,000 to \$20,000. Ms. St-Laurent commented that she had worked closely with Ms. Ashworth and thanked her for her continued hard work. Ms. St-Laurent also noted the appealing new design of their promotional materials.

Then Council agreed that further discussion would be needed to determine whether or not they wished to support an increase to the annual funding provided to HOJO.

Ms. Poletti put forth the following motion, seconded by Ms. Suzuki:

*Be it resolved that the decision of whether or not to increase the CCSL annual contribution to HOJO from \$15,000 to \$20,000 be tabled until the November 30, 2012 meeting.*

*The motion passed unanimously.*

## **6. NEW BUSINESS**

### **Selection of the CCSL Representative to the Undergraduate Scholarship and Awards Committee (USAC)**

Mr. Gardhouse noted that the USAC Mandate had been circulated prior to the meeting for review. He reported that the USAC operates within the Enrolment & Student Services sector and was currently seeking one student or staff representative from the voting membership of CCSL to sit on the committee for a term of one year. He acknowledged that there would be a significant number of applications for review, as well as several meetings throughout the year to disperse the scholarships and awards. There would be at least two lengthy review meetings in the fall 2012 semester. The committee would require a significant time commitment. Mr. Gardhouse requested for anyone interested in participating to contact him as soon as possible.

## **7. NEXT MEETING**

The next meeting is scheduled for November 30, 2012 in S-H-762 at 10am.

## **8. TERMINATION OF MEETING**

Mr. Goodship motioned to terminate the meeting. Mr. Jerajian seconded the motion.

*The motion passed unanimously.*